

Plan Renewal Guidance

The owner or operator of a major facility is required to renew the facility DPCC/DCR plan at least once every three (3) years following approval or conditional approval, pursuant to N.J.A.C. 7:1E-4.9(a). To allow sufficient time for review and approval of the DPCC/DCR plan renewal, the renewal must be submitted at least 180 days prior to the expiration of the approval, as per N.J.A.C. 7:1E-4.9(b). The following items should be considered when preparing a plan renewal:

- 1) **Effective September 29, 2001, revisions to N.J.A.C. 7:1E require certain changes to the DPCC/DCR plan upon renewal. Copies of the current rules are available from our web site at <http://www.state.nj.us/dep/enforcement/relprev/dpcc/fsdpcc.htm>. Individuals that do not have access to the Internet may contact the bureau at (609) 633-0610 and request a paper copy of the rules.**
- 2) **For renewals required to be submitted after November 15, 2000, the general site plan must be submitted in a digital format with a paper copy. The paper copy must be certified by a licensed land surveyor.**
- 3) **For renewals required to be submitted after January 1, 2003, the drainage and land use map must be submitted in a digital format with a paper copy.**
- 4) Minor changes in operations that did not require a plan amendment but must be reflected in the renewal to keep the plan current (i.e. small changes in types and/or quantities of hazardous substances kept on-site or other minor operational changes).
- 5) Existing buried pipes not equipped with product-sensitive leak detection must follow a maintenance and repair program in accordance with API 570, or some other industry standard acceptable to the Department.
- 6) The schedule for integrity testing and internal visual inspections shall include at a minimum the date(s) of the last test(s) and inspection(s) and the date(s) of the next test(s) and inspection(s) for each tank.
- 7) A copy of a current agreement with the local emergency planning committee or committees that coordinates the emergency responses of the parties to the agreement must be included.
- 8) If the facility has a mapping exemption, it must be renewed in the same manner as the initial request.
- 9) On- site response measures, off-site protection plan, drainage & land use (D&LU) map or the environmentally sensitive areas (ESA) maps may have to be revised if there were physical or operational changes to the facility or surrounding areas that would require a change in the discharge response actions or priorities (i.e. new or removed tanks, new or eliminated hazardous substances, new residential areas or wetlands).
- 10) Updated financial responsibility documents must be submitted, including updated justifications for a reduced amount of financial responsibility.

- 11) The plan renewal must include a cover letter that clearly indicates which sections are being revised and that the unrevised sections of the plan are still current. Information, which supplements the submitted DPCC/DCR plan, must be incorporated as a part of the plan. This may be accomplished either by revising the entire DPCC/DCR plan or by revising selected pages, which may then be inserted into the existing plan.
- 12) **The renewal must contain the certifications required by N.J.A.C. 7:1E-4.11, including a certification from a professional engineer licensed pursuant to N.J.S.A. 45:8-27 *et seq.* that the plan complies with all applicable Departmental requirements and has been prepared in accordance with sound engineering practices.**
- 13) Only one copy of the renewal is required to be submitted initially. The second copy must be submitted within thirty (30) days of receipt of the DPCC/DCR plan renewal approval.

Revised 01/29/03